



Total Force Administration System Marine OnLine Bundled Capabilities Package - 1

**Manpower Information Systems Support Office -
03**

Camp Pendleton, CA



Total Force Administration System

- TFAS is our key enterprise wide initiative to move Marine Corps pay and personnel administration to a single log on, predominately self-service, virtually paperless, web based environment.
- TFAS allows global access to pay, personnel tools, and personal information viewed electronically in a secured environment.
- TFAS supports the units and the individuals.



TFAS “The Plan”

- TFAS is fielded through **Marine OnLine**.
- Initial development based on like capabilities called Bundled Capabilities Packages (BCPs):
 - BCP-0 “Individual Capability”
 - Self-certification
 - BCP-1 “Unit Capability”
 - Foundation of workflow and permissions
 - Moves point of entry closer to event
 - BCP-2 “HQ Capability”
 - Connect work flow from individual to HQMC and back
 - BCP-3 “Expansion”



BCP-1 “Unit Capability”

- Phase I (Work Flow Routing)
 - Leave
 - Proficiency and Conduct Marks
 - Promotion Recommendations
 - Morning Reports
 - Automated Performance Evaluation System (APES)
- Phase II
 - MOL Managements
 - Customized Reports
 - Electronic Personal Action Request (PAR)
 - PTAD and Liberty



TFAS BCP-1

- BCP-1 is the key to future fielding
 - The first step in giving commanders back the capability lost with the reduction in administrators
 - The foundation for future capability
- Balances Authority, Responsibility and Information Access
 - Establishes the workflow needed to pass requests and establish permissions
 - Works within structure to allow visibility of information
 - Generates MCTFS entries at the appropriate level



How It Works

- WEB Based
 - Local MISSO initiates RUC level Commander
 - Commander is provided with a template
 - Accept or change
 - Commander determines authority through assignment of permissions



Permissions & Workflow

- A single permission is associated w/
 - An Individual User for a...
 - Individual Task (e.g. Leave Request) & a given...
 - Work Flow Permission Type, but only for a defined...
 - Unit Scope
- Workflow Permissions Type:
 - View
 - Reviewer (Active or Passive)
 - Approval
 - Grant
- Permissions granted by Reporting Unit Code (RUC) CO & delegated subordinates.
 - Templates
 - By Module
- Users can have many permissions associated w/ their MOL profile.



Scope

- Workflow determined by Scope
 - Battalion/Squadron
 - Company/Detachment
 - Platoon
 - Squad/Work Section



Echelons

- Echelon 1
 - Individual User
- Echelon 2
 - Small Unit Leader
- Echelon 3
 - RUC Level
- Echelon 4
 - IPAC/APAC/CPAC
- Echelon 5
 - HQMC/MISSOs



Leave

- Individual initiates from the Web (MOL account)
 - Any computer with internet access
- Recommendations and approval through workflow
 - Member chooses active reviewer by scope
- Individual, duty, or command sign-out through MOL
 - Commander decides
- Unit Morning Report updated by sign-out
- Self or command check-in
- MCTFS transaction auto-generated by check-in
- Member charged leave



Leave



LEAVE

CPL EDWARD LEMUS [Log](#)

New Leave Request For CPL EDWARD LEMUS

SSN:	[REDACTED]	Leave Used YTD:	14.0
First Name:	EDWARD	Leave Balance:	34.5
Middle Initial:	R	EAS Date:	01 Oct 2007
Last Name:	LEMUS	MOS:	0121
Rank:	CPL	Pending Charges(via MOL):	0.0
		Projected Balance:	34.5

Leave Address:	203 D JOHNSON CT	Leave Type:	Annual Leave
Leave Address 2:	OCEANSIDE, CA. 920540000	Leave Phone Number:	818-943-9863
Requested Departure Date:	30 Jul 2004	Requested Return Date:	31 Jul 2004
Requested Departure Time:	1630	Requested Return Time:	0800
TriCare Region:	REGION 1 (NORTHEAST)		

Comments



Leave

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS Feeds

Address <https://sat1.mol.usmc.mil/TFAS/leave/switchModule.do?prefix=&page=/navigation.do%3FmenuLevel%3D3&ActionForward=leavehistory> Go Links

LEAVE CPL EDWARD LEMUS Logout Help

Home Unit Leaders MDL Management Management Status Report Leave Management Tools Promotion Recommendation Pro/Con

Manage Requests
New Leave Request
View Requests
Check Out
Check In
Print Instructions

View Leave Requests For Alpha Company

Filter this list by Status

All Requests Go Filter

Rank	Name	Depart Date	Return Date	Requested Days	Actual Days	Status	
SSGT	TYRONE E MATHENY	29 Feb 2004	08 Mar 2004	7	0	On Leave	View
SGT	HONG Q HUANG	15 Mar 2004	18 Mar 2004	2	2	Leave Completed	View
SSGT	TYRONE E MATHENY	16 Mar 2004	25 Mar 2004	8	8	Leave Completed	View
CPL	EDWARD R LEMUS	23 Mar 2004	30 Mar 2004	6	0	Disapproved	View
SSGT	TYRONE E MATHENY	27 Mar 2004	31 Mar 2004	3	1	Leave Completed	View
CPL	EDWARD R LEMUS	04 Apr 2004	10 Apr 2004	5	0	Approved	View
SSGT	TYRONE E MATHENY	04 Apr 2004	09 Apr 2004	4	0	On Leave	View
SSGT	TYRONE E MATHENY	26 Apr 2004	30 Apr 2004	3	2	Leave Completed	View
SGT	HONG Q HUANG	27 Apr 2004	03 May 2004	5	5	Leave Completed	View
SGT	KENNETH B EMERY II	01 May 2004	05 May 2004	3	3	Leave Completed	View
SGT	RYAN M HENDERSON	01 May 2004	11 May 2004	9	0	Leave Completed	View
SSGT	TYRONE E MATHENY	09 May 2004	11 May 2004	1	1	Leave Completed	View
CPL	EDWARD R LEMUS	26 May 2004	28 May 2004	1	0	Deleted	View
SGT	JUSTIN A FURLONG	01 Jul 2004	12 Jul 2004	10	10	Leave Completed	View
SSGT	TYRONE E MATHENY	11 Jul 2004	17 Jul 2004	5	5	Leave Completed	View

Page 1 of 2 [Next Page ->](#)

v 2004.1.00 (build 98) TFAS-Web-Server-41 29 Jul 2004 @ 0817



Unit Management & Status Report

Concept

- Standardize Morning Report process across the Marine Corps
 - Designed to meet the needs of the RUC level commander & subordinates.
 - Will give a single accurate manning & status picture for accountability.
 - Eliminate/Reduce paper, differing data formats, compilation time, redundant data entry & errors.
- Two Modules:
 - **Unit Management** (Data Entry) occurs at RUC level and below only.
 - **Status Report** (Morning Report) – READ-Only; Global view.



Unit Management -Data Entry

- Update Data
 - Duty Status (Present-for-Duty, On Leave, Etc.)
 - Unit Membership – Update values for RUC/Co/Plt/Work Section
 - Comments
- Unit Membership Updates
 - Internal to RUC -Allows for update of local unit membership changes within Unit Scope. Examples:
 - BN can transfer a Marine from one Company to another.
 - Co Cmdr can transfer a Marine from one Platoon to another.
 - Plt Cmdr can transfer a Marine from on Work Section to another.
 - External to RUC - Drops & Joins (PCS/PCA, FAP, TAD)
 - Gets “Names” on/off rosters & allows MOL “functions” immediately.
 - Will not create a MCTFS join/drop transaction due to complex nature & financial impacts of Joins & Drops. PAC must still join/drop in MCTFS.
 - Can be prepared by an Active Reviewer, but a user w/ Approval permissions must “Approve” it to commit the Drop/Join in MOL.



Unit Management

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address https://sat1.mol.usmc.mil/TFAS/umsr/UMSR_Summary.do?publishedData=false&reportingUnitCode=33060&workSectionId=&platoonCode=M155&companyCode=A Go Links »

UMSR CPL EDWARD LEMUS Logout Help

[UMSR Home](#) | [Select Unit Scope](#) | [Morning Report Status](#) | [Join History](#) | [Drop History](#)

[Printer Friendly](#) [Excel Version](#)

UMSR Summary Counts

Extracting Data From: **In Progress Data** as of 28 Jul 2004 @ 1609

Reporting Unit Code: 33060-A-MISS

Duty Status	Marine Officer	Marine Enlisted	Navy Officer	Navy Enlisted	Civilian	Other	Total
<input type="checkbox"/> Total Manpower		10					10
Member Assigned		10					10
Member Attached							
<input type="checkbox"/> On Hand		9					9
Present for Duty		9					9
Legal Hold							
Medical (Light Duty)							
Medical (Limited Duty)							
Medical (Sick Call)							
Medical (Med Board/PEB)							
Field Duty							
Range							
<input type="checkbox"/> Other							
Transient							
<input type="checkbox"/> Leave							
Leave (Terminal)							
Leave (Convalescent)							
Leave (Annual)							
Leave (EML)							
Leave (Emergency)							
Special Liberty							
<input type="checkbox"/> Medical							

Start | | | | | | | | 8:16



Status Report (Morning Report)

- **Certifying the Unit**
 - Cmdrs will set their own policy as to the time of day when subordinate units need to submit a “Morning Report.”
 - Submitting a Morning Report means each leader at their level (Work Section-> Plt -> Company -> RUC) “certifies” that the duty status and unit membership for the Marines in their unit is current as of the date/time of certification.
 - The data is captured (snapshot) - date/time stamped.
 - As each lower level unit performs this certification up to the RUC level, higher level units above the RUC become certified.
- **2 Views: Certified “Morning Report” & Status Report**
 - Users may see a real time view of the Status Report (incorporates any changes that have occurred after “Morning Report” certification) or they may view the current daily “certified” Morning Report.



Promotion Recs & Pro/Cons

- **Common Functionality**

- Any number of Active Reviewers can participate; Passive Reviewers view. Give "View" permissions – provides oversight.
- Users participate in any sequence. Can occur in Ad Hoc/non-sequential manner.
- Approver has final say; once Approver submits – records locked & MCTFS transactions result.
- On Page Links to Marine's BIR, BTR, etc.
- User Can apply "group edits" – select all Recs from another user, then edit exceptions.
- Data is sort-able, e.g. show all Non-Recs, sort by Pro/Con values, etc.
- User w/ lesser unit scope not able to see "higher" recommendations.
- Can "submit" a recommendation on one Marine or many.
- Users may not edit recommendations of other users.
- Prompts for further actions – Page 11 entries for non-Recs, etc.



Promotion Recs & Pro/Cons

- Promotion Recs
 - System generates an **Eligibility List** for upcoming Month (~5th day of month).
 - Have about 10 calendar days to submit Recs.
 - Active Reviewers make Recs on promotion eligible Marines.
 - RUC CO/"Acting" CO is the Approver.
 - Approver has final say – submit data for MCTFS transaction.
 - **Select Grade Report** – Marines who come up select grade – MOL will generate a report to users.
- Pro/Con's
 - All Occasions (SA, GC, TR, etc.)
 - Active Reviewers provide recommended P/Cs & comments.
 - Links/Info to Pro/Con Guidelines.




Promotion Recs & Pro/Cons

Promotion Recommendations Event Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail

Address <https://207.133.68.45/TFAS/promrec/detailListAction.do?status=SUBMITTED> Go



PROMOTION RECOMMENDATIONS

[Logout](#) | [Account](#) | [Help](#)

Promotion Recommendations - November 2003

Submitted

	Rank	Name	PMOS	Unit	Restricted	Draft Rec	Current Prom Rec	Published By
<input checked="" type="checkbox"/>	CPL	CAMPOS, OSCAR	0621	13001-C-CCOM	NO	-	Recommended	Details
<input checked="" type="checkbox"/>	LCPL	AGUILAR JR, SANTOS	5811	13001-B	NO	-	Recommended	Details
<input checked="" type="checkbox"/>	LCPL	COOK, SEAN P.	4671	13001-A	NO	-	Recommended	Details
<input checked="" type="checkbox"/>	PFC	BREKSA, ADAM A.	0627	13001-C-CCOM-000	NO	-	Recommended	Details

Page 1 of 1

☐ Select all on page

A = "Approved" | R = "Restricted"

"Copy Current to Draft" Copies current recommendation to the user's draft. | "Add to List" Adds selected members to user's collection of selected members.

v 2003.2.00 (build 48) TFAS-Web-Server-13 Mon Sep 29 17:41:57 CDT 2003

Done

Start | | | | Microsoft Outlook Web Ac... | ScreenShotsBCP-1.doc - ... | Promotion Recommen... | Internet

5:39 PM




Promotion Recs & Pro/Cons

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address <https://sat1.mol.usmc.mil/TFA5/procon/proConRouterAction.do> Go Links

 **PROFICIENCY / CONDUCT MARKS** CPL EDWARD LEMUS [Logout](#) | [Help](#)

ProCon Occasion: semi annual / Semi-Annual for 31 Jul 2004

Members Pro/Con Occasion Status: **Draft/Public**

SSN:	0121	Rank:	CPL	Name:	LEMUS, EDWARD R.
PMOS:	2007-10-01	DOR:	2003-03-01	EAS:	2007-10-01
ECC:	2007-10-01	Time in Grade:	1 Yr 5 Mon	Time in Service:	4 Yr 2 Mon
Duty Status:	1 DU	Promotion Restricted:	NO	Unit:	33060-A-MISS

Command Recommendation Pro: 4.7 Con: 4.8

Recommendation: [Pro Con Guidelines](#) Individual Views:

Comments:

☐ BIR
☐ BTR
☐ ROS
☐ EDU
☐ Awards

Remark History:

Submitter Name	Pro	Con	Rec Date	Action	Comments
CHESTER, ROBERT S.	4.7	4.8	23 Jul 2004 @ 1320	Made Command Marks	
CHESTER, ROBERT S.	4.8	4.7	23 Jul 2004 @ 1318	Made Command Marks	

A-PES Key Points



- Easy and Convenient
- Drastically reduces Admin errors
- Immediate delivery to MMSB
- Available to MRO and Reporting Chain
- Reporting Chain must have MOL account
- “Resident experts”





Role of the PAC

- Quality Control vice Process Owner
 - Visibility permission from the RUC
 - Morning Report
 - Pro/cons
 - Promotion Recs
 - Leave
 - Work the Discrepancy Report
 - Drops
 - Joins
 - Leave



Role of the PAC

- Corrective Action vice Input
 - You don't run it but you fix it
- Subject Matter Experts
 - First Line of Defense
 - Trainers



Near Term Development

BCP-1 Phase II, Release 1 (August 2004)

- - **Command Management capabilities:** designate Acting CO, Post/Relieve OOD, set leave check-out tolerance, suspend/restore user permissions.
- - **View Other - Personal Information Reports:** 3d party view of your Marines BIR, BTR, Educ, Awards, ROS..etc.
- - **Table of Organization:** assigning T/O number, T/O Line Number, and Billet Description; creating/processing appropriate MCTFS TTC's.
- - **Commander's Messaging:** provides unit command group the ability to post notifications/messages to all their Marine's MOL accounts.
- - **User Management Module:** Create non-Marine MOL accounts and have their Join processed in MCTFS. Create MOL account sponsorships.
- We also have quite a few PTR's and enhancements to the Leave module and MOL Management module that should be addressed with Release 1.



Near Term Development

BCP-1 Phase II, Release 2 (September 2004)

- - **Ability to build Echelon 4 units (IPAC's, etc).**
- - **Permissive TAD module:** Create/Track PTAD Orders.
- - **Special Liberty/Out-of-Bounds module:** Create/Track Special Liberty/Out-of-Bounds requests.
- - **Composite Score Calculator:** View current CS data and create "what if" CS scenarios.
- - **E-PAR module:** Create/Track E-PAR's at the unit and IPAC level.
- We also have quite a few PTR's and enhancements to the UMSR and Pro/Con modules that should be addressed with Release 2.



Near Term Development

BCP-1 Phase II, Release 3 (October 2004)

- **MISSA/MISSO Help Desk Functionality:** Reset passwords, etc??.
- - **RUC Transfers between MISSO's.**
- - **New Marine Locator:** Searching entire ODSE data vice White Pages.
- - **Email data conversion:** deleting old MOL Email info and using only the MCTFS email data..
- - **Completion of the conversion of all BCP-0 rosters/views:** BCP-0 will finally go away.
- - **Report.Net:** Canned reports and Adhoc capability.



Near Term Development

- OMPF OnLine
 - Individual view
 - Submission of digital docs
 - Foundation of digital SRB/OQR
- Document Tracking and Management System (DTMS)
- Training
- Automated Career Retention System
- Steering Group projects...



Questions??





MISSO-03

OIC – CWO3 W.D ROSEBERRY

SNCOIC – MGySgt C.A CHAPA

Operations Chief – SSgt T.E MATHENY

Quality Control Chief – SSgt A.K.GRAHAM

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